

FRESNO, CALIFORNIA

CLASS SPECIFICATION

ENGINEER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Engineer is the first level in a three level Engineering series. Incumbents are responsible for serving as an expert and performing routine to increasingly complex plan review and design work.

Distinguishing characteristics within the class, based upon assignment are, at entry, responsibility for assisting with and learning how to perform the essential duties of the classification under close supervision. Journey positions are responsible for independently performing the essential duties of the classification.

The Engineer is distinguished from the Professional Engineer, which is a State-licensed engineer responsible for ~~complex~~ serving as a project manager for engineering related projects.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|--------------|
| 1. | Designs, draws, prepares, and/or reviews a variety of engineering <u>or code related</u> plans, <u>specifications</u> -and permits in assigned area of responsibility | Daily
60% |
| 2. | Participates in assigned project management activities which, depending on assignment, may include: participating the design, bidding, and construction of projects; participating in the selection of design consultants; reviewing plans; coordinating construction bidding processes; monitoring construction contracts; responding to technical project inquiries; initiating payments within established guidelines; monitoring project budgets; monitoring conformance with project timelines and fiscal constraints; and/or, performing other related activities. | Daily
15% |
| 3. | Prepares and maintains a variety of records, files, reports, and/or other related information related to operational activities for the division | Daily
10% |
| 4. | Responds to a broad range of requests for information, service, concerns, or complaints from citizens, businesses, government agencies, and/or other interested parties regarding a variety of engineering-related issues; gathers and analyzes data in order to respond to complaints from citizens; makes recommendations for solutions. | Daily
5% |
| 5. | Creates, updates, and maintains numerous reference materials, manuals, and brochures, which may also include forms, checklists, plats, board packets, reports, and/or other related information. | Weekly
5% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Participates in a variety of meetings, committees, and/or task forces to provide technical engineering advice and information based on assigned area of responsibility and based on analysis, review, and critique of development projects and plans.	Weekly 5%
7.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Engineering
- Or
- EIT Certificate
- Or
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

Knowledge (position requirements at entry):

Knowledge of:

- Principles, policies, practices and operations in assigned area of responsibility
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations
- Customer service policies, principles and practices
- Project management principles and practices
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Skills (position requirements at entry):

Skill in:

- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Comprehending and interpreting, engineering and architectural plans
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Using computers and applicable software applications
- Preparing financial, technical, and administrative reports
- Analyzing evaluating the relevance and importance of theories, concepts, and principles
- Managing projects
- Providing customer services
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: Feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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